

Moves Your Files from the Desktop and/or Hard Drive to Office 365 One Drive

Don't save files to your desktop or hard drive that you don't want to lose. They are not backed up. If the hard drive fails or if you have an issue with your laptop and it's sent away for repairs, a different laptop will be checked out to you. You will not get your files back.

Instead, save your files to your Office 365 One Drive.

1. Go to <https://www.siouxcityschools.org> Click Students.



2. Click Office 365 – Student Access

Featured Tools



3. In the upper left hand corner click the app launcher icon

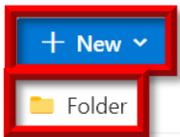


4. Click One Drive

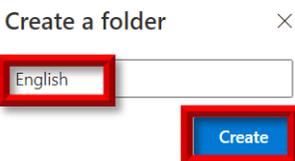
Apps



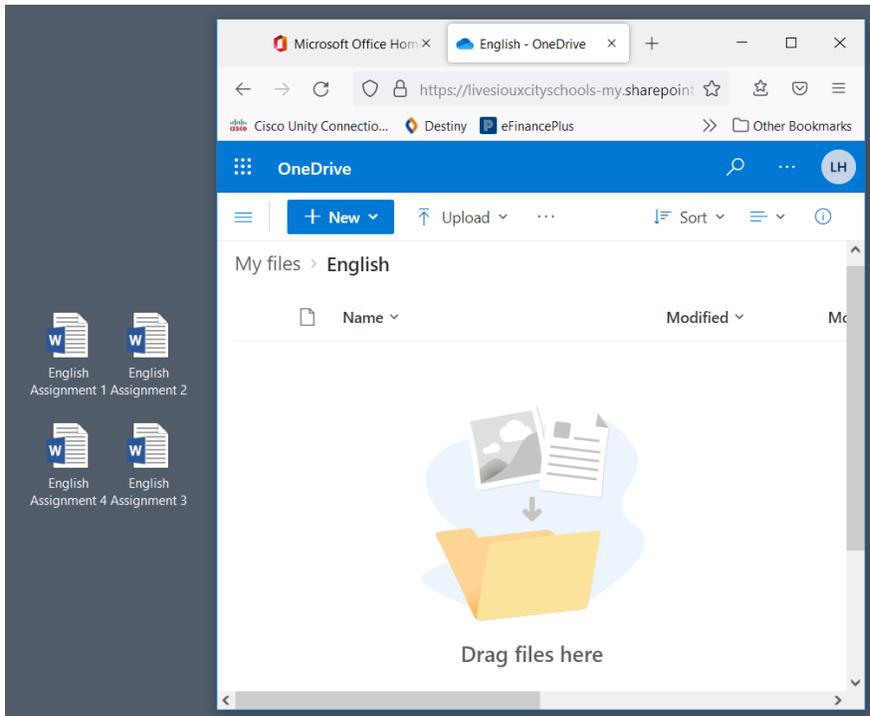
5. You can create a folder if you want your files organized by class. For example, create a folder called English. Click the New button and choose Folder



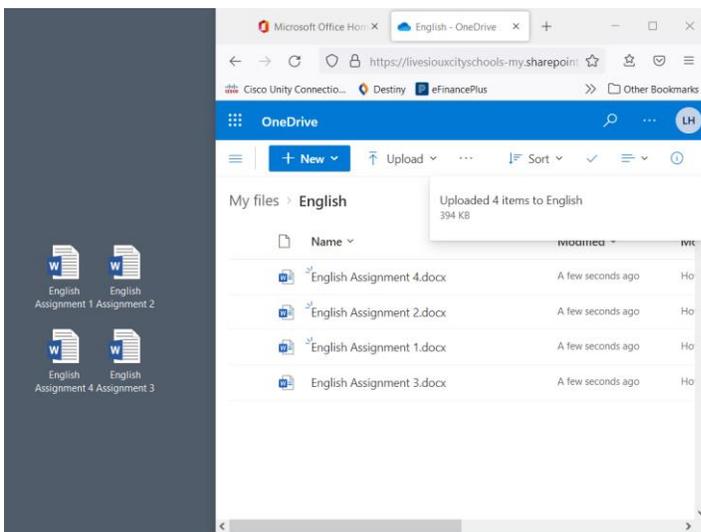
6. Type English and click Create. Click the folder to open it.



7. Move the One Drive folder over to the side so you can see the files on the desktop.



8. Click English Assignment 1, press the Ctrl key and hold it while you click English Assignment 2, English Assignment 3 and English Assignment 4. Let go of the Ctrl key. Press the left mouse button and hold it while you drag the files to where it shows “Drag files here”. This is how it should look after the files are copied to the English folder. You can delete the originals from the desktop.



9. Repeat the process for files save to the hard drive.